



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

1/7/15

Diana Roberts  
2806 Bryant Blvd. SW.  
Cedar Rapids, IA 52404

Dear Diana,

This letter is in regards to the January 7, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.  
**Two different electrical outlets in the basement were observed not having safety caps. There were cleaning supplies in a cabinet in the kitchen without a lock accessible to a child. Provider reported she has been using an unapproved assistant to help with her childcare. Person assisting has not had a record or child abuse checks and has not been fingerprinted.**

☐ 110.5(1) a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1) a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**You have these numbers posted on the main floor. Since you do most of your child care in the basement you will need to make a copy of the sheet with these numbers and place it in the basement area.**

☐ 110.5(1) b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Provider had hazardous cleaning supplies in a cabinet under the kitchen sink which not have a safety lock on. As a result these items are accessible to a child. A sample form was given to this provider as an example of what to use to meet this requirement.**

☐ 110.5(1) d Medicines are given only with written authorization from the doctor or parent.

**Provider reported she had prescription medication she gives to a child in her care. She did not have any documentation she had written authorization from the parent to give this child the medication.**

☐ 110.5(1) e All accessible electrical outlets are safely capped.

**Two electrical outlets in the basement were observed without safety caps in them.**

☐ 110.5(1) f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

**Two bottles of laundry supplies is were up against the furnace. A few items within close proximity to the water heater. Provider move these items away from the furnace and water heater.**

☐ 110.5(1) j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1) j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Provider had these plans posted at both exits. The plan posted by the primary exit was blocked from sight by a coat rack. Provider agreed to remove the coat rack so the plans would be visible.**

☐ 110.5(1) m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**Provider had the correct fire extinguisher on each floor. On the main floor needs to be charged.**

☐ 110.5(1) q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Provider had documentation of her dog being examined by the veterinarian in March 2014. A rabies shot was given on that visit. Provider needs to have this information from the visit on the new pet health examination form and have that signed by her veterinarian.**

☐ 110.5(1) v The provider has written policies about responding to health-related emergencies.

**I did not find this policy in provider's handbook for parents or in any children's files. I have enclosed information to use as a guide in writing this policy.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

**Provider did not have a copy of a physical on the new provider health form available for review.**

☐ 110.5(2) b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

☐ 110.5(2) c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2) c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2) c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2) c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.

☐ 110.5(2) c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Provider reported she been using a friend as an assistant in her childcare.**

**This person did not have any of the required information in the file and is not approved by DHS to be used in that role.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**Three of the preschool aged children's files and information that was provided in 2013 and needs to be updated.**

☐ 110.5(8) b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Child K did not have any information in the file with regard to their doctor.**

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**This information was not found in any preschool aged child's file.**

**Whenever a child starts in your care you need to get a copy of a physical dated within the last 12 months showing they are in good health and able to attend child care. You also need to gather information with regard to past health history and any current special needs or conditions you need to be aware of.**

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**This information was not found in any children's files.**

Please remember not to have other persons visit for other than a short period of time.

As we discussed please move the coat rack in the main floor so that chair emergency and disaster plans and registration certificate are visible.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

**Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: February 21, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319/892 – 6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (319/321-8810) Jackie Montoya.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).